

MINUTES

CH. XV § 48:1-27

PAGE 425 & 446-457

A parliamentary lesson brought to you from
CSAP, prepared by Sally F. LaMacchia, PRP,
based on *Robert's Rules of Order, Newly Revised*.

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PURPOSE

*“OFFICIAL RECORD OF THE PROCEEDINGS OF
A DELIBERATIVE ASSEMBLY”**

RONR § 48-1

*** And “should be kept
in a substantial book or
binder.”**



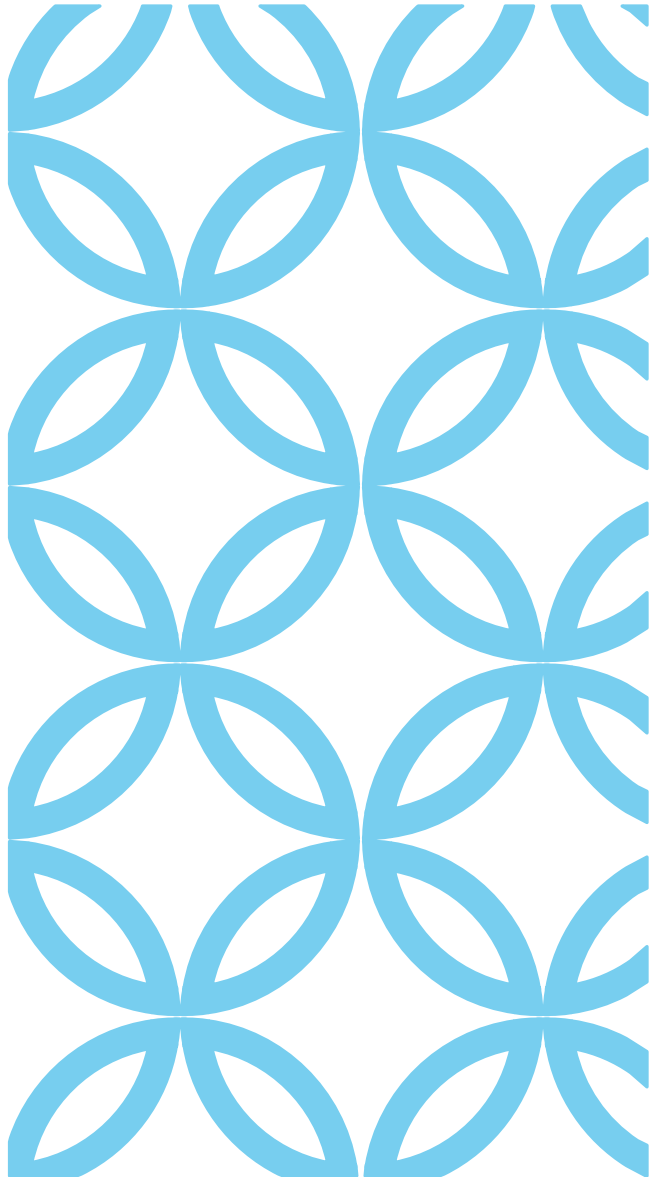
CONTENT

*“ OFFICIAL RECORD OF THE PROCEEDINGS OF A
DELIBERATIVE ASSEMBLY”**

RONR § 48-1

**“ ... what was done at the
meeting, not what was said by the
members”, and “must never
reflect the secretary’s opinion.”**

RONR § 48-2



A “*secretary, or clerk ... makes a written record of what is done – usually called “the minutes.”*” *RONR § 3:6*

“The secretary is the **recording officer** of the assembly and the **custodian of its records**, except those specifically assigned to others, such as [] treasurer’s books.” *RONR § 47:32*

**PREPARER & CUSTODIAN
OF THE MINUTES**

CONTENT

RONR § 48:1-48:4,1)-12)

First Paragraph: Name, type, D-T-P, previous minutes

BODY:

(1) main motions

(2) Secondary motions “not lost or withdrawn [] for completeness or clarity”

(3) the “complete substance” of all oral committee reports

(4) any notice of motions

(5) points of order, appeals and outcomes, including the chair’s rationale

Last Paragraph: The hour of adjournment.

FIRST PARA: I. NAME II. TYPE OF MEETING III. PRESENCE OF CHAIR & SEC IV. PRIOR MEETING MINUTES

I. California State Association of Parliamentarians

II. Regular, Special, Adjourned Regular, Adjourned Special

III. “The President being in the chair and the Secretary being present.” **RONR 48:8**

IV. “The minutes of the last meeting were read and approved as corrected.” **RONR 48:8**



BODY:

- (1) main motions

- (2) secondary motions
- (3) committee reports
- (4) notice of motions
- (5) points of order & appeals, outcome & the chair's rational.

LAST PARAGRAPH

“The meeting adjourned at 10:05 PM.”

48:8, last sentence.

See also 48:5 – Additional Rules and Practices

“A majority vote may direct the inclusion of specific additional information.”

HOW MUCH DETAIL ABOUT MOTIONS BELONG IN THE MINUTES? 48:4

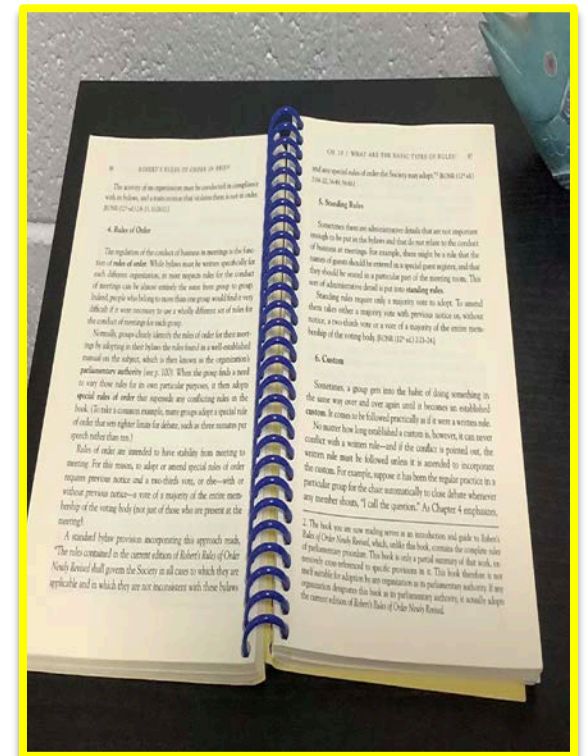
6)a) the wording in which each motion was adopted or otherwise disposed of, with facts surrounding debate and amendments “being mentioned only “parenthetically”

and

6)b) disposition of the motion including any temporary disposition, and primary and secondary amendments “then pending”.

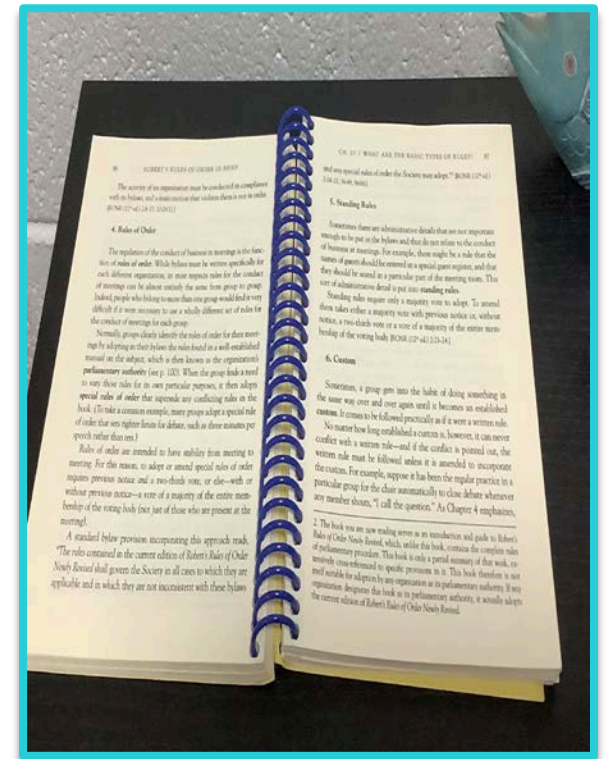
Also,

7) Secondary motions not lost or withdrawn where necessary to record them for “completeness or clarity”

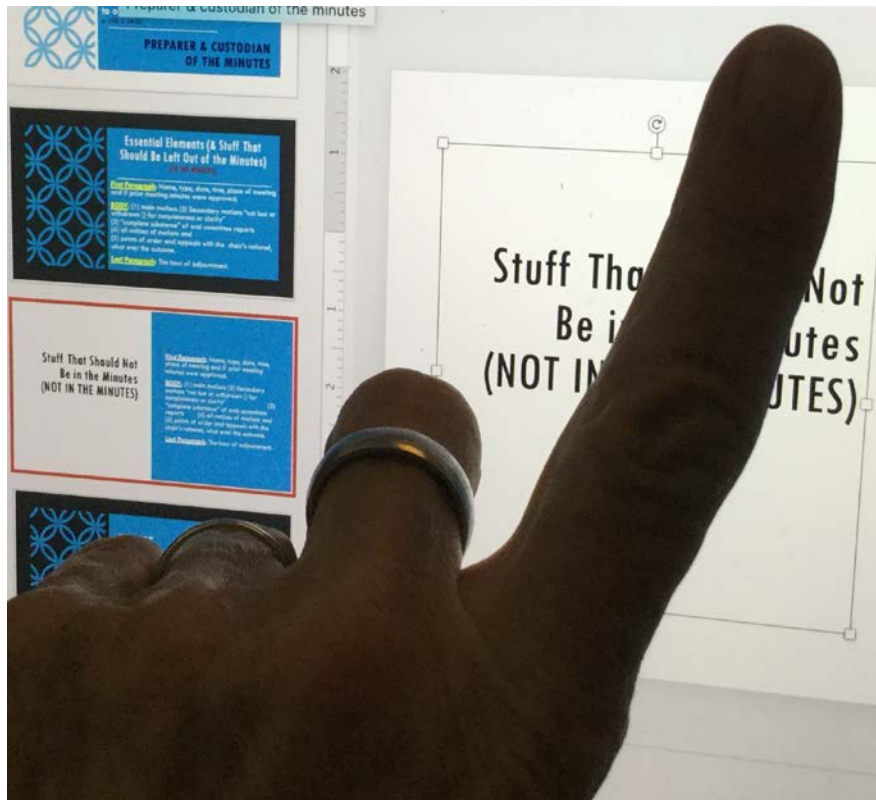


HOW MUCH DETAIL ABOUT OTHER STUFF BELONG IN THE MINUTES? 48:4, 8-12

- 8) the complete substance of oral committee reports, and
- 9) All notices of motions, and
- 10) All points of order and appeals, whether sustained or lost, and the reasons given by the chair to defend the ruling, and
- 11) the declaration by the chair in “naming” an offending member as part of a disciplinary procedure, and *in the last paragraph,*
- 12) The Hour of Adjournment.



Improper Entries into the Minutes (*NOT* IN THE MINUTES)



NOT IN THE MINUTES:

1. The name of the seconder of a motion
2. If the chair voted, “no special mention of that fact is made in the minutes.”
3. Proceedings in committee of the whole or quasi committee of the whole “should not be entered in the minutes.”
4. “Remarks” of the “guest speaker”, not in the minutes

FYI, “Respectfully submitted” is “not essential” and “represents an older practice.” RONR § 48:5-48:7



READING, CORRECTION AND APPROVAL OF THE MINUTES

(41:9-12)

Where minutes of the previous meeting are distributed to members in advance, “the actual reading of them aloud is omitted” unless requested by a single member. Minutes are approved “in order of date from earliest to last.”

**“A FORMAL MOTION TO APPROVE THE MINUTES IS
NOT NECESSARY.”**

§ 41:10

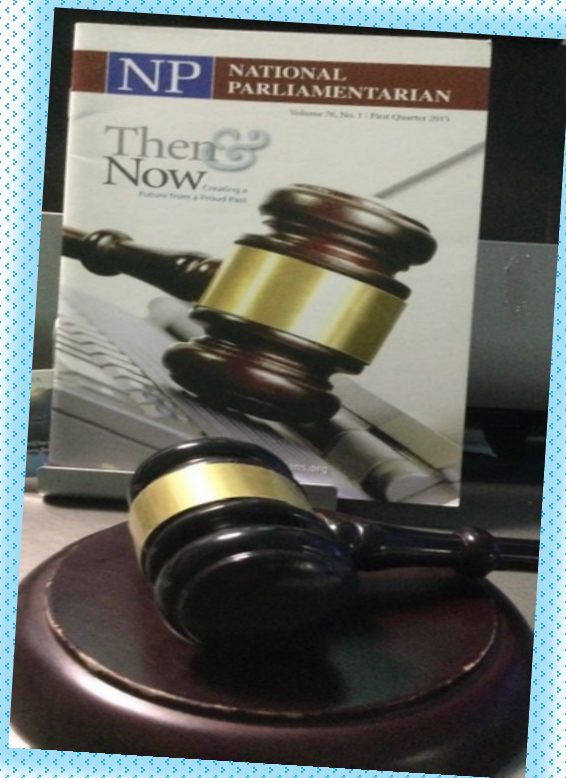
A regular meeting of “X” was held Friday, May 4, 2020, at 8:30 am in Y. President was in the chair, the secretary was present and prior meeting minutes approved as distributed.

Officer and Standing Committee Reports, Special Committee Reports, Special Orders, General Orders (laid on the table to accommodate the schedule of the guest speaker, taken from the table once the speaker finished) and New Business.

The meeting **adjourned at** 10:05 pm.

**“Form of the
Minutes”**

SEE RONR 48:8



**We at CSAP hope this lesson
has been interesting and helpful.**

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available at

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